

Contact:

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Data Collection Website Info

http://db.perl.hs.iastate.edu/microsoft

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Introduction

- Important Dates:
 - School Building access begins on Sept. 1, 2010
 - Teacher Data entry access begins on Oct. 1, 2010
- Instruction Manual will be posted on website
 - Step-by-step instructions for accessing site.

Introduction

- Purpose today is to demonstrate the Microsoft
 Settlement Project Data collection website
- Activation and Login
- Managing Users
- □ School Term Dates
- Adding Classroom/Courses
- Assurance Forms
 - Teacher Assurance Forms
 - Building Assurance Forms

Activation and Login

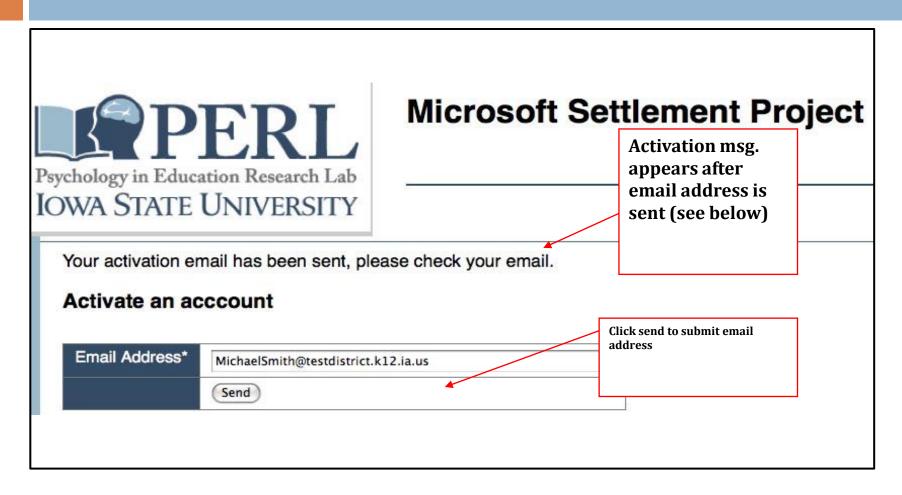


Microsoft Settlement Project

Login



Enter email address and Send



Open email and follow the prompts (link)

Edit Name and Create Password



Microsoft Settlement Project

Activate an acccount



Navigating the Site

Tool Bar with links for the various functions

Once teachers, courses, and data have been added, you will see a table indicating who has submitted data and whether the data submitted is complete.

Managing Users

- Grant Managers
 - School Principal
 - Pre-populated using school principal list provided by the lowa Department of Education
- Four levels of access:
 - Grant Manager
 - Building Coordinator
 - Building User
 - Teacher

Manage Users

- Click on Manage Users
- Add a Building Teacher
 - Enter Email Address
 - Folder Number (required for teachers but not building level users)
 - First and Last Name
- Teachers will also need to activate their accounts.

School Term Dates

- Teacher data will be collected for the entire academic year.
- The start and end of the school year differs across lowa schools
 - Grant Manager or other building user will enter the school term dates for their respective schools
- Click "New" to add a new term
- Click "Edit" if you need to edit the dates after they have been submitted.

Classrooms/Courses

Note: Teachers must be added to the building before a classroom/course can be assigned to them.

- Select Classroom/Courses
- Click "new" to enter course
- Select Teacher to Edit
- A word about Alternative Dates
 - Alternative Teacher Dates deal with situation where teacher will be gone for an extended period of time
 - □ Alternative Dates the classroom/course dates differ from that of the "regular" school term.

Assurance Forms

Electronic submission of assurance forms are provided to assist participating schools assure that all school building data (school term dates, classroom/courses, and teacher info) are complete and have been validated for accuracy.

 Teacher Assurance Form – assure list of participating classrooms/courses associated with teacher is complete and accurate

Assurance Forms

- Building Assurance Form assure that school term dates, focus/strategies, classroom/courses, and teachers entered for a building are complete and accurate.
 - All teachers must submit assurance form in order to submit a building assurance form
 - School building data cannot be edited or added after building assurance form is submitted.

Teacher Data Entry

- Teachers are asked to submit data regarding their implementation of classroom strategies associated with the project the month following their implementation. (September implementation is submitted in October)
- Data are divided into two parts
 - Classroom visits
 - Teacher Implementation

Enter Teacher Data

- Teacher Data
- Select Teacher
- Select Classroom/Course
 - Choose one or more courses within same focus area if implementation is the same for each classroom/course (e.g., Algebra 1, section A is the same as Algebra 1, section B).
- Enter Data
- Enter numbers of days per month
 - A strategy was used
 - Hardware and software were used
 - Note: Strategies, hardware, software displayed are based on info submitted by school to the lowa Department of Education
 - Website logs the name of person submitting data, and date and time data submitted.
- Classroom Walkthrough

Did a building administrator walkthrough your classrooom this month? Yes or No?